

Checking and Adding Headings

See Sample Page opposite

1. *Check the subject heading used.* When the subject heading **Birds** is used for the first time, the cataloger places a check mark in front of it.
2. *Make and check "See" references to the heading.* The UF terms under **Birds** are considered and the cataloger decides to make a reference from **Bird** and from **Ornithology** as suggested. Cards are made for the catalog reading: "**Bird. See Birds**" and "**Ornithology. See Birds.**" The terms **Bird** and **Ornithology** are then checked in the List both in their alphabetic places and in the UF field under **Birds**.
3. *Make and check "See also" references to the heading.* The BT and RT headings given under **Birds** are examined to see whether they have been used in the catalog. The heading **Vertebrates** has a check mark beside it showing that it has been used. The cataloger decides to place a reference in the catalog reading: "**Vertebrates. See also Birds.**" It is recorded in the List as follows:
under **Birds**, in the BT field, **Vertebrates** is checked
under **Vertebrates**, in the NT field, **Birds** is checked

For purposes of this explanation, the assumption is made that **Zoology** has not yet been used.

4. *Adding headings to the List.* The library acquires material about ostriches. The term is not in the List, but the directions given in the note under **Birds** tell the cataloger that the names of specific birds may be added. **Ostriches** is written in the margin in its alphabetic place in the List and checked. If the practice is to trace all narrower terms, then the reference: "**Birds. See also Ostriches**" is added to the public catalog. It is recorded in the List as follows:

under **Birds**, **Ostriches** is added to the NT field and checked
under **Ostriches**, **Birds** is added in a BT field and checked

The library acquires material on birds in Maine. Following the permission given with the heading **Birds**, "(May subdiv. geog.)," the cataloger uses the heading **Birds—Maine**, writing it in the margin in its alphabetic place and checking it. Since the library has very little material about this region, it is decided to make a reference for the catalog reading, "**Maine—Birds. See Birds—Maine.**" This reference is also added in its alphabetical place in the List as "**Maine—Birds. Use Birds—Maine,**" and checked. The reference is traced under the new heading by writing "**Maine—Birds**" in a UF field under **Birds—Maine**, and checking it there.

5. *Canceled subjects* If all entries for a subject are withdrawn from the catalog, turn to the subject heading in the List and remove the check mark from that heading. Then examine the terms in the UF, BT, NT, and RT fields below that heading. Where those terms appear in the alphabetic list the check marks are removed unless those terms are also references to other active terms or are themselves assigned to materials contained in the library. For example, if the book on ostriches is lost or discarded, the heading **Ostriches** is canceled from the List and **Ostriches** is removed from the NT field under **Birds**, provided that there are no other books on ostriches in the library. The heading **Birds** remains checked, however, because there are other materials on birds.

Sample Page of Checking

Abbreviated entries taken from various pages of the Sears List. A check (✓) indicates that the heading or reference has been used in the library's catalog. The marginal notes show how subjects may be added when needed.

- ✓ Bird
 USE Birds
- ✓ Birds (May subdiv. geog.) 598
 UF ✓ Bird
 ✓ Ornithology
 SA types of birds, e.g. Birds of prey; Canaries; etc., to be added as needed
 BT Animals
 ✓ Vertebrates
 NT Birds of prey
 Cage birds
 Canaries
 Ducks
 Eagles
 Game and game birds
 Geese
 Peacocks ✓ Ostriches
 Pheasants
 Poultry
 Birds—Habits and behavior
 USE Birds—Behavior
 Birds in literature 809
 BT Animals in literature
 Nature in literature
 Birds—Marking ✓ Birds—Maine
 USE Birdbanding UF ✓ Maine-Birds
 Birds—Migration 598.156
 UF Migration of birds
 BT Animals—Migration
- Mail-order business 658.8; 659.13
 BT Business
 Direct selling
 Selling ✓ Maine—Birds
 Mail service
 USE Postal service ✓ Birds—Maine
 Mainstreaming in education 371.9
 BT Education
 Exceptional children
 Handicapped children
 RT Special education
- Ornamental plants 635.9; 715
 UF Plants, Ornamental [Former heading]
 BT Cultivated plants
 Flower gardening
 Landscape gardening
 RT Shrubs
 ✓ Ornithology
 USE Birds
 Orphan drugs 615
 Use for materials on drugs that appear to be useful for the treatment of rare disorders but owing to their limited commercial value have difficulty in finding funding for research and marketing.
 UF Drugs, Orphan
 Nonprofitable drugs
 BT Drugs
- Osteopathic medicine 610; 615.5
 Use for materials on the therapeutic system based on the theory that disease is caused by loss of a structural integrity that can be restored by manipulation of the bones and muscles.
 UF Osteopathy [Former heading]
 BT Alternative medicine
 NT Chiropractic
 RT Massage
- Osteopathy
 USE Osteopathic medicine
 Ostrogoths ✓ Ostriches
 USE Goths BT ✓ Birds
 ✓ Vertebrates 596
 BT Animals
 NT Amphibians
 ✓ Birds
 Fishes
 Mammals
 Reptiles
- Vertical take off airplanes
 USE Vertically rising airplanes
 Vertically rising airplanes 629.133
 UF Airplanes, Vertically rising
 V.T.O.L.'s